

NAVSEA
STANDARD ITEM

FY-01 (CH-2)

ITEM NO:	<u>009-04</u>
DATE:	<u>14 SEP 2000</u>
CATEGORY:	<u>I</u>

1. SCOPE:

1.1 Title: Quality System; provide

2. REFERENCES:

- a. ANSI/ASQC Q9002-1994, Quality Systems - Model for Quality Assurance in Production, Installation, and Servicing
- b. ANSI/NCSL Z540-1, General Requirements for Calibration Laboratories and Measuring and Test Equipment

3. REQUIREMENTS:

3.1 Establish, document, and maintain a Quality System as a means of ensuring that product conforms to specified requirements. The system shall, as a minimum, comply with the requirements of 2.a and all additional contract requirements. The documented Quality System shall be submitted to the SUPERVISOR for an adequacy review and acceptance. The contractor shall have an acceptable documented Quality System, in accordance with this Standard Item, in place to receive an award of a Job Order. The Quality System shall be subject to periodic compliance audits by the SUPERVISOR throughout the contract.

3.2 The corrective and preventive action program shall require that a copy of the written responses to contractor generated correction actions will be provided to the SUPERVISOR when requested.

3.3 Purchasing documents shall contain the following statement when government inspection is requested by the SUPERVISOR: "Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify and furnish a copy to the government representative who normally services your plant so that appropriate planning for government inspection can be accomplished. In the event the government representative or office cannot be located, our purchasing agent shall be notified immediately."

3.4 Receipt inspection of contractor furnished materials shall be based on supplier performance history and one or more of the following: certificate of compliance, vendor material test certification data, or testing using sampling techniques. Use of black-oxide coated brass threaded fasteners

(BOCBTF) is not authorized in the accomplishment of any work under this contract.

3.5 The calibration system shall, as a minimum, comply with the requirements of 2.b.

3.6 A separate Inspection and Test Plan shall be developed for each Work Item. An Inspection and Test Plan shall:

3.6.1 Be prepared for each Work Item in the Job Order which requires performance of productive work prior to the start of work on that specific Work Item. It shall be revised and updated as work proceeds on each Work Item and shall be available upon request by the SUPERVISOR. Supporting data for inspections or tests requiring government notification (G), including accept/reject criteria, shall be available at the location of each inspection or test.

3.6.2 Identify by paragraph and appropriate symbol(s) (see 3.9 and 3.10), each inspection and test required by the Work Item and the contractor to substantiate product conformance. Inspections and tests required by the Work Item that provide a report of conditions found are not required to be included in the Inspection and Test Plan.

3.6.3 Provide identification of the item to be inspected by name, number, and location (e.g., number 3 main feed pump, 5-180-0-E).

3.6.4 Provide identification of each characteristic of the items to be inspected and provide the criteria for acceptance for each characteristic (e.g., air test; two PSIG for 10 minutes; no drop). Acceptance and rejection criteria for inspections to determine initial condition need not be provided in the Inspection and Test Plan unless specifically required by the Work Item.

3.7 Inspection and test records shall:

3.7.1 Include the ship's name and hull number, Job Order and Work Item numbers, date, and signature of the contractor's authorized representative who witnessed or performed the inspection or test.

3.7.2 Be maintained at a contractor location accessible to the site of the work required by the Job Order.

3.7.3 Include the appropriate design criteria for each attribute or measurement required by the basic item for initial condition of equipment, structure, or ship system reports.

3.7.4 Be documented within 24 hours of accomplishment. Records shall be incorporated into the Inspection and Test Plan within 72 hours after completion of each inspection or test.

3.8 The SUPERVISOR will consider the Work Item incomplete if the contractor's documentation and records are not complete.

3.9 Accomplish (I) and (V) inspection/test requirements as follows:

3.9.1 (I) and (V) are symbols inserted in a Work Item to establish a point in the sequence of accomplishment of work at which time the contractor shall inspect/verify and document the inspection or test.

3.9.1.1 (I) inspections require verification by a separate individual, other than the person who has accomplished the work, who is qualified as an inspector.

3.9.1.2 (V) inspections require verification by either the qualified tradesperson, trade supervisor, or inspector.

3.10 Accomplish government notification during normal day shift working hours for inspection/test requirements identified by the symbol (G).

3.10.1 (G) is a symbol inserted in a Work Item to establish a point in the sequence of accomplishment of work at which time the SUPERVISOR shall be notified to permit observation of a specific inspection or test by the government.

3.10.2 Notify the SUPERVISOR's designated representative at least four hours, but not more than one working day, prior to commencing the specific requirements in the paragraph annotated with the symbol (G). Notify the SUPERVISOR at least 48 hours, but not more than 72 hours, prior to commencing (G) POINTs at contractor's/subcontractor's plants located in excess of 50 miles by the most direct roadway from the contractor's/subcontractor's plant nearest to the place of performance of the contract. Document the date, time, and identification of the SUPERVISOR's representative notified.

3.10.3 A qualified contractor representative shall be present to accept or reject inspections or tests annotated with the symbol (G).

3.10.4 When the symbol (G) precedes inspections or tests in a Work Item which are applicable to more than one action, the symbol (G) shall identify the action required, e.g., (G) "HYDROSTATIC TEST". When more than one unit is involved, the (G) notification requirement applies to each unit.

3.10.5 Notify the SUPERVISOR not later than four hours before the end of the last preceding day shift when inspections or tests following a (G) POINT are scheduled after normal day shift working hours, on a weekend, or on a federal holiday.

3.10.6 Proceed with the inspection or test if the SUPERVISOR is not present, provided the required advance notice has been furnished to the SUPERVISOR and the contractor has completed and documented the preceding inspections and tests.

3.10.7 A partial inspection or test requiring (G) notification may be accomplished in the event that all work cannot be completed and work progress would be delayed in waiting for total completion of work. Comply with the requirements of 3.10.2 when the incomplete work is completed and ready for the remainder of the inspection or test. Note partial inspections on the inspection or test form.

3.10.8 Invoke (G) notification requirements for inspections or tests involving a subcontractor in purchase orders or otherwise described such that the requirements of 3.10.2 are met.

3.10.8.1 Submit one legible copy of the technical specification portion of those purchase orders, or a report identifying the applicable information, which involve (G) notifications to the SUPERVISOR prior to the start of work by the contractor/subcontractor.

3.10.8.2 Submit one legible copy of those purchase orders for work being accomplished by contractor/subcontractor located outside a 50-mile radius of the place of contract performance to the SUPERVISOR prior to shipment of purchase order and equipment. For contractors with facilities outside the 50-mile radius, a report identifying the applicable information may be submitted in lieu of a purchase order.

3.11 The qualified contractor's representative shall witness or perform and document all inspections and tests within a 50-mile radius of the contractor's plant nearest to the place of performance of the contract.

3.11.1 The authority to witness or perform and document inspections and tests may be delegated to subcontractors who are MSRA and ABR agreement holders and have a current Quality System accepted by the SUPERVISOR. (G) POINT notification requirements shall not be delegated.

3.12 The contractor may delegate responsibility to subcontractors for inspections and tests performed at plants located outside a 50-mile radius of the contractor's plant nearest to the place of performance of the contract; however, the (G) POINT notification requirements shall not be delegated.

3.13 Maintain a current list for reference by the SUPERVISOR, designating the contractor's qualified inspectors who witness or perform and sign for symbol (I) inspections, indicating the type of inspections and tests for which each inspector is qualified. When subcontractors are delegated responsibility, the subcontractor's qualified inspectors shall be included on this list.

4. NOTES:

4.1 ANSI/ASQC Q9001 and Q9002 commercial third party registrar certification is not required.

4.2 Procedures and Process Control Procedures (NAVSEA Standard Item 009-09) invoked by NAVSEA Standard Items, MIL-STDs, drawings, and specifications, although an integral part of the Quality System, are to be submitted and approved by the SUPERVISOR independent of the Quality System.

4.3 The recommended Quality System structure is the Level A, B, and C hierarchy as described in ANSI/ISO/ASQC Q10013, Guidelines for Developing Quality Manuals.

4.4 The Quality System submitted in 3.1 requires a one-time submittal/acceptance unless this NAVSEA Standard Item and/or references change or contractor's status changes.

4.5 Records and documents submitted to the SUPERVISOR may be in the form of any type of media, such as hard copy or electronic media.